

**Grant Application for NOFA for the
Department of Housing and Urban Development's
Community Challenge Planning Grant
And the Department of Transportation's TIGER II Planning Grant
Docket No. FR-5415-N-12**

2010

**Lexington, North Carolina Multi-Modal Transportation
Station Area Plan**



Outline

- I. Threshold Criteria
 - II. Narrative Proposal
 - a. Objectives and Reference Map
 - b. Existing Conditions / Barriers to Overcome
 - c. Alignment of Project with Six Livability Principles
 - d. Program Outcomes
 - III. Narrative – Project Outcome, Outputs, Performance Measures
 - a. Planning Process and Work Plan Chart
 - IV. Leveraging and Fund Resources
 - a. Budget Category Allocation
 - b. Letters of Commitment and In-kind contributions
 - V. Capacity of Lead Agency
 - a. Staff and Grant Experience
- Appendix I – Lead Staff Bio-Synopsis

CONTACT:
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Development

I. THRESHOLD CRITERIA

- 1. Applicant Eligibility** – As a “general purpose unit of local government”, the City of Lexington, North Carolina, is eligible to receive an assistance agreement for the Tiger II Planning Grant. **Pre-application filed.**
- 2. Local Leveraging or matching funds** – This requirement is not applicable to a transportation planning project located in rural areas, and the Lexington NC Multi-Modal Transportation Station Project is located **in a rural area**, per US Census Bureau definition.
- 3. Application** – The City of Lexington will only submit one application for this project in 2010.
- 4. Resolution of Outstanding Civil Rights Matters for HUD funding** - The City of Lexington has no violations to the Fair Housing Act, and is not a defendant in any FHA lawsuit, nor has it received any findings, or cause determination and has no compliance issues from any other grant office.

I. NARRATIVE PROPOSAL

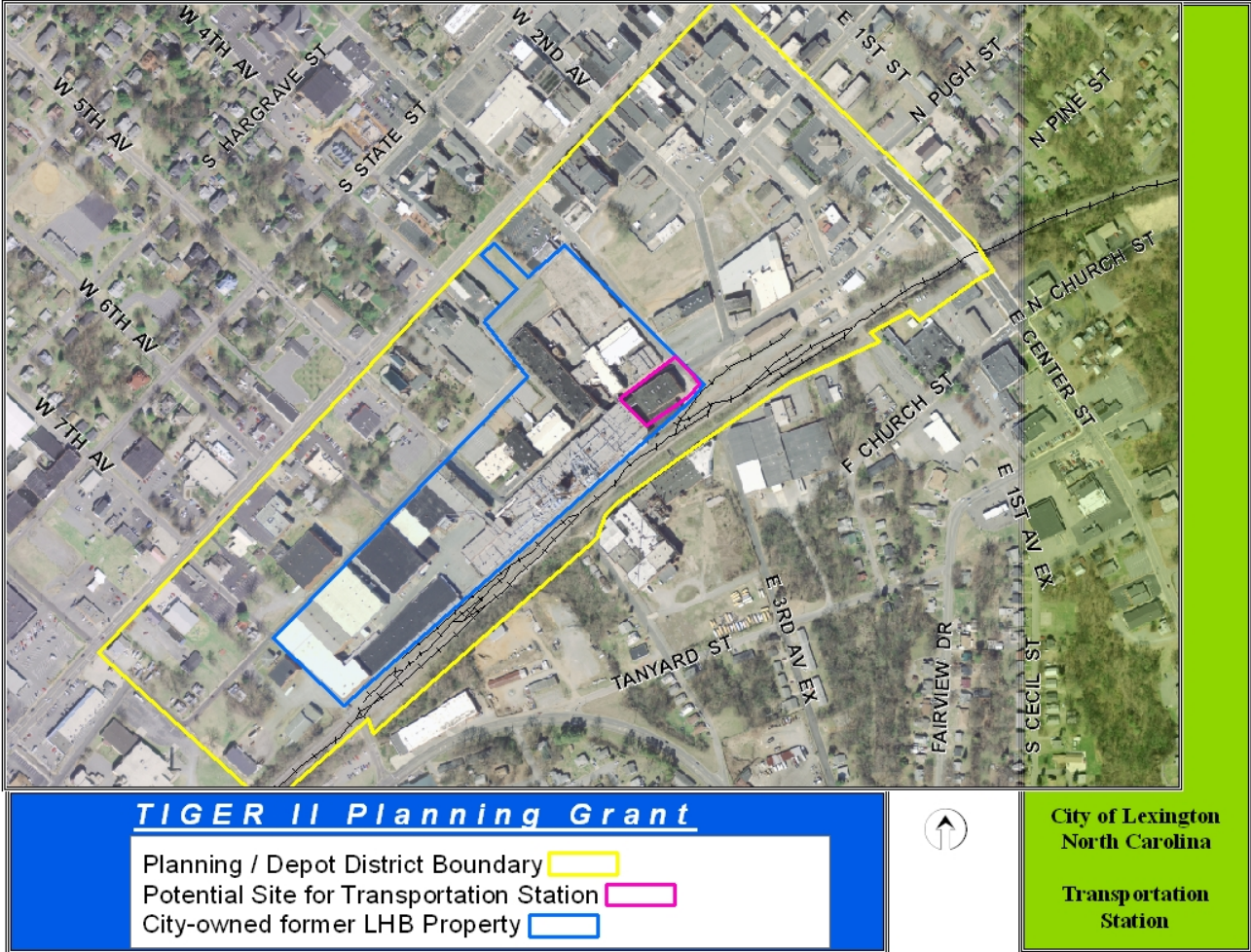
A. OBJECTIVES

The City proposes to use TIGER II Planning Grant funds leveraged with local and state in-kind services to prepare a Multi-Modal Transportation Station Area Plan (Station Area Plan or SAP) within the City of Lexington’s Depot District. This project is a keystone to the Piedmont Region’s comprehensive transportation strategy and the economic competitiveness of Davidson County. The City currently needs funding **to plan the Station, necessary adjacent rail improvements, and nearby sidewalk and bicycle improvements.** The Depot District is approximately 55 acres and contains the recently renovated freight depot that now houses the Farmer’s Market, 18 acres of over 1 million square feet of the former Lexington Home Brands furniture manufacturing facility (LHB) recently purchased by the City for redevelopment, several blocks of potential redevelopment and infill properties, as well as the study site for the future Station. The Depot District lies between the railroad tracks and the City’s historic Uptown District, which is part of the Main Street Program. The Station within the Depot District will serve as a passenger rail stop, as well as the hub for bus, taxi, bicycle, and pedestrian networks. The bus system will be comprised of local service provided by Davidson County Transportation, connected into regional service provided by the Piedmont Authority for Regional Transportation (PART). In preparation for passenger rail service set to begin in 2015, the City is at the point of needing technical assistance, structural and railroad engineering, street engineering, architectural expertise, policy guidance, community input, and agency coordination in order to produce a **Multi-Modal Transportation Station Area Plan** suitable for funding. Construction and operation of this station, along with transit-oriented redevelopment of the surrounding Depot District, will advance Lexington’s livability and sustainability goals. The community has worked diligently to restore passenger rail service and has been given confirmation that the service will begin again in 2015. NC DOT Rail Division has identified the preferred study site within the Depot District for the passenger rail Station and the community has expanded the scope of that station to serve as a multi-modal hub.

A conceptual plan for the entire Depot District was recently held for public input and transit oriented development received overwhelming support. Mixed-use development connected to

the greater area by a comprehensive multi-modal network will allow visitors and residents to arrive or commute by train and then take a bus or taxi, walk, or bike to a variety of goods, services, amenities, or their home. The City's property (former LHB) within the district is a Brownfield site and has undergone Phase I and Phase II assessments for the EPA Brownfields Program. The Lexington Redevelopment Commission (LRC) is charged with this redevelopment project. The initial renovation project of the freight depot for the Lexington Farmer's Market has been designated as one of the most successful North Carolina farmer's market projects by the NC Tobacco Trust Fund Commission, and has brought significant activity to the Depot District.

The North Carolina Department of Transportation (NCDOT) Planning Division, in cooperation with the Piedmont Triad Council of Governments Rural Planning Organization, City of Lexington and Davidson County, plans to have the proposed Comprehensive Transportation Plan (CTP) adopted by October. The CTP identifies the planned bus routes, needed bicycle lanes, sidewalks, and multi-use paths connecting to the Station. The success of the current regional bus system provided by PART on the Lexington route supports the need for a multi-modal transportation system in the Depot District and will expand the geographic reach of transit. The PART service will also provide residents in Winston-Salem (216,000 population, 20 miles to the north) a means to access passenger rail service, thereby increasing ridership.



B. BARRIERS TO OVERCOME / EXISTING CONDITIONS

Over the past few years, the City has worked cooperatively with agency partners to begin creating a transportation network of choice, accessibility, and connectivity. When Davidson County was identified as nearing nonattainment designation for particulate matter 2.5 in 2003, multi-modal transportation and the land use connection became a priority. In 2006 PART built its first park-and-ride lot in southwest Lexington, and Lexington became connected into the regional transit system. The second park-and-ride lot came in 2008 and was located in west Lexington. PART's service plan identifies a connection to the centrally-located future Station via the Davidson County Area Transportation (DCAT) local bus service and a possible third park-and-ride lot near the Station. The introduction of PART has brought additional employment, educational and tourism opportunities to the City of Lexington and all of Davidson County.

The Depot District is not as walkable as needed. The adjacent Uptown District is a viable historic Main Street designated shopping, business, and community center within close walking distance of the future station. The neighborhoods that encircle the Uptown and Depot District range from high income to very low income. In the Uptown District sidewalks have been improved, widened and extended; however, as one enters the Depot District the walkability drops significantly as the sidewalk system deteriorates and there is no provision for bicycles. Nevertheless, the Depot District is most direct connection between low income population and rail/transit transportation. Necessary and substantial improvements have been identified in the CPT for both bicycle and pedestrian traffic within this area. A local taxi service is available for residents that are unable to walk or bike, but is limited in its geographic range due to expense.

Passenger rail service and the Transportation Station are the missing elements of the comprehensive transportation network in Lexington. Unfortunately, the Lexington's passenger rail station was demolished in 1974, and the closest rail stop is 34 miles away in Salisbury, NC. In order for passenger rail service to occur, a Station must be in place, adjacent rail lines must be separated, and a platform must be constructed between the lines for passenger loading. In addition, the area surrounding the Station must be walkable with provisions for bicycles. The City needs a plan for this project in order for funding and construction to be timely enough to meet the 2015 passenger rail service date.

Over the past decade the North Carolina Piedmont Triad Region (pop. 1,062,509) has experienced over 50,000 job losses (Employment Security Commission of NC) due to severe declines in its traditional economic bases of furniture, textiles and tobacco. This has been especially difficult for small communities like the City of Lexington (pop. 20,378) that is highly dependent on furniture manufacturing. Since 2000, plant closings and job layoffs have affected 4,600 people-more than 22% of the City's job base. The City has a current unemployment rate of over 18% and Davidson County (pop. 152,434) has an unemployment rate of over 13%, and has seen a net loss of over 8,000 jobs since 2001, more than 10% of the County's total job base. The City must find a way to enable current residents to commute to jobs and return to their homes in Lexington via affordable, readily accessible services.

C. HOW PROPOSED PROJECT WILL ADDRESS THE SIX LIVABILITY PRINCIPLES

1. Provide More Transportation Choices - Implementation of the Station Area Plan (SAP) will result in a connected multi-modal transportation network. Citizens currently limited in transportation, and those choosing a greener mode of transportation, will be able to access

regional jobs centers, medical facilities, shopping areas, and public service facilities as well as recreational areas within the County. This access will be affordable, timely, and will have both individual and community-wide benefits by improving air quality in a non-attainment County (2009), decreasing individual transportation costs, reducing energy consumption and dependence on foreign oil, reducing greenhouse gas emissions, and promoting not only the public health, but the quality of life for many citizens. Vehicular dependence will be diminished by many citizens within Lexington, and the system will greatly benefit the city's low-income population. The public supports this effort as demonstrated through recent surveys and a Depot District visioning workshop that resulted in a call for mixed-use redevelopment of sustainable, pedestrian- and transit-friendly urban environments with a wide range of housing choices, multi-modal transportation options, green jobs and copious use of low-impact, energy-efficient design elements. PART and Davidson County Transportation have agreed to partner in providing transportation to the Station that will benefit local households without vehicles for inter-city and regional area destinations.

Implementation of the **SAP** will facilitate completion of the NC Passenger Rail Corridor. NC DOT Rail Division has indicated the need for a stop in both Lexington and Hillsboro in order to complete service from Raleigh to Charlotte. Lexington is equidistant between the High Point and Salisbury stations, which currently represents the longest distance in NC between the two stations. This will reduce the number of vehicular miles required to reach rail service by persons residing in Davidson County, as well as Winston-Salem and southern Forsyth County.

2. Enhance Economic Competitiveness - Federal assistance will greatly advance this struggling community's on-going planning efforts for a multi-modal transportation hub and the redevelopment of the City-owned former LHB property within the Depot District. Regional bus and rail service supported by local bus service, taxi, pedestrian and bicycle facilities, will enable people to reach major employment and education centers, such as Charlotte, Winston-Salem, Greensboro, and Raleigh. Davidson County Transportation will expand service from "calls for service only" to a local route acting as the feeder to PART service with connection to rail. In addition, Davidson County Transportation will begin service from Lexington to Davidson County Community College in August 2010. Transportation services, and especially those connecting to rail, will be coordinated to converge at The Station.

Beyond providing direct connection to regional employment centers, redevelopment of the City-owned former Lexington Home Brands (LHB) property will provide a number of jobs and activities in close proximity to the Station. The Depot District serves as a powerful reminder of manufacturing job losses and resulting urban blight and local economic stagnation. Having a transportation center within the Depot District and adjacent to the former LHB property will spur redevelopment of this brownfield site into a mutually beneficial transit-oriented activity center. The new transportation options will provide the necessary infrastructure needed to attract much sought-after green jobs and will underwrite economic reinvestment in Lexington's urban core. (Lexington is exploring the development of a Solar Technology and Weatherization Job Training Institute in the Depot District.) All of this redevelopment and new economic activity would surround the Station. The **SAP** is the most pressing step in beginning this redevelopment.

3. Support Existing Communities - The City's Land Use Plan explicitly supports this policy. The community will reinvent itself through a large-scale mixed-use Brownfield redevelopment

(former LHB property) within the Depot District designed to compliment and dovetail with the adjacent historic Uptown district. The Station is the connector tying all of the transportation networks together at this centralized location and will give these networks life as a coordinated, staffed service. The **SAP** will provide the necessary planning and facilitate the re-use of existing infrastructure, including buildings, roads, sidewalks, water, sewer and stormwater management facilities.

Another objective of the **SAP** is to develop a Complete Street design for all the streets within the Depot District for connectivity to the Uptown Business. Having a Complete Street design will encourage multi-modal transportation, while incorporating green methods such as use of permeable pavers to manage, capture, and reuse stormwater runoff. The City of Lexington pledges to utilize the Station Plan within the redeveloped Depot District as the foundational blueprint for a fully integrated sustainable development.

4. Coordinate Policies and Leverage Investment - Rail Service is a primary objective for Lexington, Davidson County, PART, and NC DOT. NC DOT Rail Division is currently seeking funds to complete the passenger rail corridor between Raleigh and Charlotte (expansion to 5th frequency), which includes service to Lexington. Funds provided by this TIGER II Planning Grant will leverage NC DOT funds for the 5th frequency. PART and Davidson County Transportation have prepared and approved plans to connect their service through the Depot District, based on the connection to rail. Integration of the 2010 Comprehensive Transportation Plan (CTP) with the **SAP** will be used in tandem to justify and seek funding for needed bike lanes and sidewalks in the area, which will alleviate traffic congestion in high volume areas while also providing safe routes. Information already contained within the CTP will expedite the planning process. In addition, see attached letter of support from the Piedmont Triad Rural Planning Organization, the transportation planning and coordinating agency for this region.

In addition, the City has submitted a grant application to the Environmental Protection Agency (EPA) to fund a Master Redevelopment Plan for the Depot District, which will be an extensive Brownfield building assessment, land use, architectural, and marketing plan with emphasis on the City-owned former LHB property. The EPA has already provided substantial funding for Phase I and II assessments for this property. The North Carolina Brownfield Program is currently drafting the Brownfield Agreement for this site in preparation for this Master Plan. Many federal, state, and local agencies are working together to facilitate this project. All funds provided will be leveraged through the efforts and funding of those agencies. To that end, the Station Plan will be created through a team effort with representatives from all of the partner agencies.

5. Value Communities and Neighborhoods - Lexington's historic Uptown district is highly successful and one of the few Main Streets designated areas that still serves as a traditional activity center. The Depot District is adjacent to the Uptown and the community plans to complement the appeal of Uptown with redevelopment of the Depot District.

Lexington is a diverse community with a shared vision. The City has tackled some tough issues over the past few years, including job losses and economic recovery planning and a comprehensive plan to support homeownership needs and improve neighborhoods. The results of a wide range of planning efforts point to the desire for a sustainable community, with stated emphasis given to walkability, green construction methods, and concentrated mixed-use redevelopment connected to transportation systems. The 2005 *Davidson County Parks and*

Recreation and Tourism Development Master Plan, calls for development of green space within urban areas and for a multi-use complex to serve the county's recreational, entertainment and tourism needs. The *2010 City of Lexington Comprehensive Transportation Plan* proposes bicycle lanes, sidewalks, multi-use paths for connectivity to the Uptown and Depot District from many adjoining low-income neighborhoods and outlying suburban areas.

C. PROGRAM OUTCOMES/PERFORMANCE MEASURES

Because this proposal is for a planning project, the following outcomes will be recognized through implementation of the plan.

1. Significant travel changes. The City of Lexington has had no transit system until the Piedmont Area Regional Transportation (PART) began operations into Davidson County in 2006. Both PART and the Davidson County Area Transportation System have agreed to serve the Station. With a multi-modal transportation hub and passenger rail station, connectivity to other major cities will be increased greatly. With strategically placed bike lanes, pedestrian crosswalks and walkways, nearby low-income will have access to the multi-modal transportation hub and vehicular dependence within the City will be reduced. Significant travel changes are expected with the ***implementation of the Station Plan.*** **Performance measures** include: 1) Track monthly ridership for regional and local transit service, 2) Track monthly ridership for rail service, 3) Increased occupancies in the Depot District, 4) Take annual sidewalk and bicycle traffic counts within the Depot District.

2. Improvement in environmental benefits and quality of life for citizens. Implementation of The Station Plan will result in many environmental benefits to the community and improve the quality of life for citizens. Local vehicular dependence will be reduced, air quality will be improved, and transportation choices will be made available to citizens. With the completion in the Depot District of the EPA Phase I and II Assessments, the Plant 1 Brownfield project area is available for adaptive reuse and for construction of The Station. The Depot District Visioning Plan (precursor to the upcoming Master Plan) called for open space between buildings to be utilized for green space and a public recreational use be incorporated into the site. Redevelopment of the area and construction of the Station will utilize green construction methods. **Performance measures** include: 1) Compare overall bus and rail ridership to 2010, 2) Compare sidewalk and bicycle traffic counts to 2010 observations in CTP, 3) Certify compliance with Brownfield Agreement redevelopment plan, 4) Measure amount of open space and recreational areas created and preserved within the Depot District.

3. Improvement to the state of repair of infrastructure. A sidewalk inventory, identification of drainage issues and a building assessment and inventory all revealed the critical need for improvement during the Depot District Visioning Plan. Sidewalks were sporadic through the LHB Plant site and the majority of the Depot District. Drainage issues around the railroad and leading down to the site of the proposed passenger station need to be addressed. **Performance measures** include: 1) Number of feet of sidewalk, curb and gutter added, 2) Number of feet of pedestrian crossing, bike lanes and sustainable streetscapes built, 3) Amount of stormwater prevention measures added, and 4) Number of parcels and acreage of infill development and recycled parcels.

4. Increased citizen participation and decision-making in development of a plan or strategy. The City of Lexington intends to focus on outreach and education efforts to inform all citizens,

community leaders, and stakeholders on development of the multi-modal transportation area, and to solicit input on design of The Station. During the Depot District visioning sessions, transportation issues and a multi-modal hub were named top priorities by participants. **Performance measures** include: 1) Number of participants tracked for each workshop and survey, 2) Hold community wide workshops / design charettes during the planning process 3) Hold a minimum of eighteen project team meetings during the planning process.

5. Increased Economic Competitiveness.

A connected system of rail, bus, pedestrian and bicycle choices will fill a transportation gap for many of Lexington's citizens who are without vehicular transportation or unable to drive. It will also enable all citizens to reach jobs and education opportunities within the region, which will boost the economy by decreasing unemployment and increasing dollars coming into Lexington. Infill development with recycled parcels for a multi-modal transportation hub will support redevelopment in the Depot District area, as well as create construction jobs. **Performance measures** include: 1) Track number of recycled parcels and infill development, 2) Track inquiries for development and investment in the Depot District Area, 3) Survey community for type of rail and transit usage with regards to work vs. non-work travel, 4) Track jobs created directly tied to implementation of The Station Plan.

II. NARRATIVE – PROJECT OUTCOMES, OUTPUTS & PERFORMANCE MEASURES - Planning Process

The City of Lexington will act as lead agency during the Planning Process and will be responsible for administration of TIGER II Planning Grant funds. The City will bring together the (Multi-modal Transportation) Station Area Plan Team to work on the plan. The SAP Team, through the City, will procure the services of a project consultant/facilitator, who will be responsible for facilitating the planning process, coordinating efforts and information between agencies, and ensuring timely completion. City staff will take the lead to oversee and work closely with the project consultant to ensure grant compliance. In addition, the SAP Team (through the City) will procure Engineering Professionals for construction plans and regulations for the platforms and plans for sidewalk and bicycle facilities in accordance with directives of the SAP Team. The SAP Team will procure Architectural Professionals for comprehensive planning details. The Project Consultant and City Staff will be responsible for engaging public participation for input and feedback for preliminary plans. Members of the SAP Team representing partner agencies will provide input and expertise for completion of the planning document. The SAP Team will consist of representatives from: the City of Lexington Community Development, Public Works/Engineering Department, and Finance Department; Davidson County Planning and Transportation Departments; Davidson County Tourism and Recreation Investment Partnership; PART; and NC DOT Rail Division. City Staff and administrative staff will be responsible for monthly updates, assigning responsibilities to the SAP team, reports to the partner agencies and reporting to HUD or DOT. The following work plan outlines the activities, responsible party, general budget, benchmarks, and schedule for the planning process. **See Attached Workplan**

III LEVERAGING FUNDS AND RESOURCES

Utilizing experienced city staff and key stakeholders with appropriate backgrounds through in-kind contributions has worked in previous grant funding opportunities to minimize costs and maximize results. The city also utilizes consultants experienced in a key area needed for any

major project and believes this method will maximize results with expert guidance in the needed areas. All Costs are direct costs for this grant funding opportunity. **See Attached Letters of Commitment.**

1. Personnel (TOTAL = \$287,482 [includes in-kind contributions])

- a) Project Consultant Salary = \$125/hr, 20 months, average 21 hrs. per week = \$212,000 project total
- b) Total Staff and Partner in-kind = \$75,482 for project total (see in-kind staff breakdown sheet)

- 2. **Fringe Benefits** = \$77,000 (26% of total personnel costs)
- 3. **Travel** = \$7,200 (majority for Project Consultant)
- 4. **Professional Services** = \$343,800 (Engineering, Architectural and Website Contract Service)
- 5. **Publications, meeting space, all supplies** = \$25,000
- 6. **Administration fee** = \$35,000 = 5% of total grant funding request

All necessary monthly, quarterly and final reporting activities covered.

TOTAL PROJECT BUDGET AND SCHEDULE BY CATEGORY		
Category	Budget	Schedule
PERSONNEL **	\$287,482	30 months
FRINGE BENEFITS	\$77,000	30 months
TRAVEL	\$7,200	20 months
PROFESSIONAL SERVICES***	\$343,800	30 months
PUBLICATIONS, MEETING SPACE, SUPPLIES	\$25,000	30 months
ADMINISTRATION	\$35,000	30 months
GRAND TOTAL	\$775,482	

**INCLUDES STAFF IN-KIND CONTRIBUTION, PROJECT CONSULTANT

***INCLUDES ENGINEERING, ARCHITECTURAL AND WEBSITE CONTRACTOR

City of Lexington In-Kind Staff Contributions for 30 Month Period		
John Gray, City Manager	assessment, planning, project oversight, coordination	\$9,600
Tammy Kepley, Dir. Community Dev.(CD)	SAP Team, planning, technical assistance, project facilitation	\$15,120
Jeanne Johnston, CD Coordinator		\$9,072
Terra Greene, Finance Director	SAP Team, financial oversight, grant compliance	\$8,400
Susan Floyd, Accountant/Grant Spec.		\$4,800
Britt Smith, Purchasing Officer	procurement, bidding, vendor regulation	\$750
Rick Comer, Dir. Public Works	SAP Team, planning, technical assistance	\$8,400
Roger Jones, City Engineer		\$6,000
Redevelopment Commission (8)	redevelopment planning, project oversight	\$3,000
Partner Agency In-kind Staff Contributions for 30 Month Period		
Exec. Dir. TRIP	SAP Team, planning, expertise on location & development of transportation for tourism, recreation, green space	\$1,800
Davidson County - Trans. Dir., Planning. Dir	SAP Team, planning, technical assistance for coordination of bus facilities and services	\$1,980
Exec. Dir. PART	SAP Team, Planning, technical assistance for coordination of PART bus facilities and services	\$3,360
NC DOT Rail Div.	planning, technical expertise for rail and station coordination	\$3,200
TOTAL IN-KIND CONTRIBUTIONS COMMITTED (based on hourly rates)		\$75,482

IV LEAD AGENCY & PARTNER CAPACITY

If needed brief biographies of the city that will manage the project as well as take the SAP plan to completion, are located in Appendix I. A position was named to specifically oversee all bidding processes for all grant awards to ensure proper legal compliance. All staff and its partner organizations are prepared to proceed as soon as notices to proceed are given and funding is released. The applicant is anticipating the earliest start would be October 10, 2010. The City of Lexington has demonstrated successful programmatic capability in its past performance of federally and state funded assistance agreements over the past three years. Since this municipality is not an entitlement defined community, the Office of Community Development and Planning have been awarded the majority of their grants from the NC Department of Commerce, Division of Community Assistance and have no findings from any closed grants. Below are some of the most recent grants that the city has been awarded.

CDBG Category	Award Amount	Accomplishments
2007 Sewer Hook UP Infrastructure Grant	\$75,000 - closed	23 Sewer and Water Tap connections
2007 Capacity Building	\$75,000 - closed	Expanded capacity of Lexington Housing Community Development Corporation(non-profit)
2007 Community Revitalization	\$1 million	Revitalized Erlanger Mill Village Park Circle area and built neighborhood park and infrastructure needs
2009 Neighborhood Stabilization Program	\$2.1 million	Purchased foreclosed & blighted properties to rehabilitate or redevelop in target areas partnering
2007 Sewer Hook UP Infrastructure Grant	\$75,000 - closed	23 Sewer and Water Tap connections
Other City of Lexington Grants		
2004 Parks and Recreation Trust Fund (PARTF)	\$209,307 - closed	Provided Lake-Thom-a-Lex with improved facilities
2009 ARRA Energy Efficiency Community Grant –NC Office of Energy	\$76,771	create jobs, lower energy consumption in municipal buildings, and reduce greenhouse gas generation
2008 Tobacco Trust Fund Grant	\$75,000 - closed	Establish a Lexington Farmers Market and upfit the freight depot for LFM to expand

Our partners that will be part of the SAP team represent state and local interests with each organization specializing in key areas. Piedmont Area Regional Transportation (PART) will bring regional bus information and data, Davidson County Transportation and Planning departments are bringing the recent planning efforts of bicycle, pedestrian and local transit needs data. As mentioned earlier, these partners along with the City of Lexington will complete the *2010 Lexington Comprehensive Transportation Plan*. North Carolina DOT Rail Division has agreed to provide consultation when needed on the planning process of the station and rail improvements and will be the lead agency on construction of the passenger rail station and accompanying infrastructure. William Deal, Executive Director of Tourism Recreation Investment Partnership, also started the Passenger Rail Advisory Committee with the mission of bringing back passenger service to Lexington and Davidson County, and has contracted with the City of Lexington as a liaison with NC Railroad Corporation and NC DOT Rail Division.

WORKPLAN / BUDGET / SCHEDULE							
ACTIONS		BUDGET			OUTCOME MILESTONES	Start	Complete
Activity/Outputs	Responsible Entity	TIGER	Other	Admin.			
Phase I - Setup and Contracts					12/2010-06/2011		
1.1 Execute Grant Agreement, Municipal Reimbursement & Service Agreements	City Manager, City Council	\$0	\$4,500	\$3,000	Agreements signed, Funds Released, Notice to Proceed	12/2010	01/2011
1.2 Press Release - TIGER II Planning Grant Award	City Manager	\$0	\$782	\$0	Public dialogue started	01/2011	
1.3 Hold 1 st SAP Team Meeting (City staff, County staff, TRIP staff, NCDOT Rail Div., PART staff)	City Manager	\$0	\$2,000	\$1,500	Stakeholders are involved, in-kind staff hours documented	01/2011	
1.4 Draft RFQ for Project Consultant for approval by SAP Team	City Staff	\$4,000	\$2,000	\$1,500	Stakeholders engaged in planning process, Draft RFQ complete, in-kind staff hours are being documented	01/2011	02/2011
1.5 Publish RFQ for Project Consultant, Receive and review RFO's, Hire Project Consultant	SAP Team	\$5,000	\$2,000	\$500	RFQ finalized, issued, and contract signed with project consultant	04/2011	06/2011
Phase II – Assessment – Benchmark Accomplishment: SAP Team engaged, RFQ published, Project Consultant Hired Meetings and Assessments in process					07/2011-06/2012		
2.1 Conduct series of informational meetings with engineers, developers, partner agencies, design professionals	Consultant, SAP Team	\$20,000	\$2,000	\$1,000	All existing related information is incorporated	07/2011	12/2011
2.2 Coordination meetings – review existing information related to NC DOT Rail Division interface requirements for Station, coordination of bus routes, and bicycle/pedestrian facilities	Consultant, SAP Team	\$18,000	\$4,000	\$2,000	Transportation plans and partner agency services coordinated	08/2011	12/2011
2.3 Site visit to other passenger rail stations in North Carolina	Consultant, SAP Team, City Council, Lexington Redevelopment Commission	\$5,000	\$2,000	\$300	Stakeholders experience a vision for the station site	01/2012	03/2012
2.4 Prepare and Release RFP for Rail/Street Engineer, Architect, Website Contractor	Consultant, SAP Team	\$6,000	\$2,000	\$1,000	RFP issued, proposals received for review	09/2011	11/2011
2.5 Hire Rail and Street Engineers, Hire Architect, Prepare Preliminary Engineering /Const. Plans	Consultant, SAP Team, Engineers / Architect	\$264,000	\$3,000	\$2,500	Conceptual plans are drafted	01/2012	01/2012
2.6 Conduct Environmental Review for Study Site / Depot District	Consultant, Engineers	\$40,000	\$2,000	\$1,000	No Significant Findings	02/2012	05/2012
2.7 Ridership Modeling & Scheduling Coordination	Consultant, Engineers, SAP Team	\$65,000	\$5,700	\$1,500	Building capacity and needs determined	03/2012	04/2012
2.8 Report to DOT – Activity / Progress Report at Mid-Point	Consultant, City staff	\$2,000	\$1,000	\$3,500	Alignment and Compliance with DOT TIGER II Planning Grant confirmed	06/2012	
Phase III - Public Participation – Benchmark Accomplishment: Engineers / Architect hired, Preliminary Engineering Plans and Conceptual Architectural Plans presented					06/2012-03/2013		
3.1 Design, distribute, collect data through community survey and conduct community outreach program (building design and bicycle/pedestrian improvement plans within Depot District)	Consultant, City staff	\$15,000	\$5,000	\$2,500	Results of community survey to integrate in MMTS Plan	06/2012	09/2012
3.2 Publish survey results and public comments on new website	City staff, Web Contractor	\$5,000	\$4,000	\$500.0	Increased public awareness	10/2012	
3.3 Publish press release, fact sheets for upcoming workshops/charettes on website	City staff, Web Contractor	\$10,000	\$6,000	\$1,000	Increased public awareness	11/2012	
3.4 Conduct public workshop(s)/design charettes(s) on drafts / initial SAP findings, proposed station design concepts, bicycle/pedestrian improvements within Depot District	Consultant, SAP Team	\$45,000	\$12,000	\$500	Feedback provided by community for incorporation into plans	10/2012	12/2012
3.5 Engineers incorporate SAP Team, Regulation Requirements, and Public Input into plans	Consultant, Engineer, NC DOT Rail staff	\$140,000	\$4,000	\$2,500	Conceptual plans are formalized into construction plans	01/2013	03/2013
Phase IV – Adoption – Benchmark Accomplishment: Draft plans presented for public input, public participation phase complete, proposed plans adopted					03/2013-12/2013		
4.1 Present Engineered/Const. Plans to SAP / LRC and City Council for adoption.	Consultant, SAP Team	\$5,000	\$4,000	\$3,000	Stakeholder buy-in	06-2013	
4.2 Publish press release, media conference on draft SAP, website	Consultant, City staff	\$9,000	\$3,000	\$1,000	Public awareness and increased attendance for public hearing	07/2013	
4.3 City Council holds public hearing to receive any additional public input	City Manager, City Council	\$4,000	\$3,000	\$1,700	Additional avenue for public input prior to adoption	09/2013	
4.4 City Council adopts SAP	City Manager, City Council	\$0	\$500	\$1,000	Plan adopted	09/2013	
4.5 Close-out of TIGER II Grant	Consultant, City staff	\$3,000	\$1,000	\$2,000	Close-out complete, objectives met	12/2013	
		\$665,000	\$75,482	\$35,000			